



## PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT FEE SCHEDULE

### BUILDING PERMIT FEES

Building permit fees are based on the valuation of the project. For new commercial construction and additions the valuation is determined by using data taken from the Building Valuation Data Sheet printed in the "Building Standards Magazine" published by the International Conference of Building Officials. Department staff should be consulted to verify the current value rates.

On residential type structures and additions, the valuation is based on the following:

<b>RESIDENCE –</b>	
Main Floor	<i>Value per sq. ft.</i>
new	\$62.00
additions	\$62.00
Second Floor	
new	\$62.00
additions	\$62.00
Basement	
finished	\$15.76
unfinished	\$11.56
Private Garages, Storage Buildings, & Barns	\$12.00
Open Carports	\$4.50
Decks *	
covered	\$9.46
uncovered	\$7.36

Fees for repair, alteration, remodel, or foundation work are based on the total value of work to be performed as submitted by the applicant.

\* Decks and patios may be disregarded in computing the valuation of a new house unless they are covered structures or more than 30 inches above ground level.

All valuations should be "rounded up" to the nearest \$1,000 for fee calculation purposes.

Once the valuation is determined the fee is calculated by using the following table from the Uniform Building Code as adopted by the state of Washington.

<b>Total Valuation</b>	<b>Fee</b>
\$1.00 - \$500.00	\$35.00 minimum
\$501.00 - \$2,000.00	\$22.00 for the first \$500.00 plus \$2.75 for each additional \$100.00 or fraction thereof, to and including \$2,000.00 (\$35.00 minimum)
\$2,001.00 - \$25,000.00	\$63.00 for the first \$2,000.00 plus \$12.50 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 - \$50,000.00	\$352.00 for the first \$25,000.00 plus \$9.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 - \$100,000.00	\$580.00 for the first \$50,000.00 plus \$6.25 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00

\$100,001.00 - \$500,000.00	\$895.00 for the first \$100,000.00 plus \$5.00 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 - \$1,000,000.00	\$2855.00 for the first \$500,000.00 plus \$4.25 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$4955.00 for the first \$1,000,000.00 plus \$2.75 for each additional \$1,000.00 or fraction thereof

### **Building Permit Fees – Plan Review Fees**

A plan review fee will be charged for all buildings other than single family and certain accessory structures. The fee for plan review is 65% of the building permit fee and is added to the permit fee. 40% of the 65% is due with application submittal, the remaining 25% is paid at permit pickup.

Additional charges that may be assessed on building permits:

\$416.63 (2002)	Harvard road mitigation fee (applies to single family residential uses * )
22%	City surcharge
\$4.50	SBCC surcharge
\$50.00	City Engineer review fee (commercial)
\$75.00	Environmental review fee (specific commercial projects)
\$75.00	Critical materials review (specific commercial projects)
100%	Investigation fee (assessed on projects when work is started without a permit and is an additional charge)
25%	Fast track fee (additional charge for early footing and foundation approval on commercial / industrial projects), fee is 25% of building permit fee excluding plan review fees & surcharges.

\* check w/ office staff for current mitigation fee charges (if applicable) for all other uses

Example: For a 1850 square foot house with an unfinished basement and a garage of 600 square feet, the fee would be calculated as follows:

#### Valuation calculation –

Main floor	1850 x \$62.00	= \$114,700
Unfinished basement	1850 x \$11.56	= \$21,386
Garage	600 x \$12.00	= \$7,200
	Total valuation	= \$143,286

#### Fee calculation –

\$895.00	(for the first \$100,000 of value)
+215	(\$5.00 for each additional \$1,000 of value)
\$1,110.00	SUB-TOTAL
\$244.00	22% City surcharge
+4.50	SBCC surcharge
+ 416.63	Harvard Road mitigation fee (if applicable)
\$665.13	SUB-TOTAL

\$1,110.00 + \$665.13 = \$1,775.13 TOTAL

### **Other Permit Fees \***

Minimum fee for all permits	\$35.00
Right of Way Permit	\$35.00 + city surcharge = \$42.70
Approach Permit	\$35.00 + city surcharge = \$42.70
Manufactured homes	\$50.00 (per section)
Commercial coaches	\$50.00 (per section)
Pre-relocation inspection	\$50.00
Demolitions	\$20.00 (per 1,000 sq. ft.)
Private swimming pool	\$50.00
Signs	\$.015 (\$0.015 x sq. ft x pole height) (\$47.20 avg. sign)
Change of use	\$50.00
Safety inspections	\$50.00
Special inspection	\$40.00 (per hour)

\* State and city surcharges are applied to various permits. Consult with office staff to verify fees for your project.

## PERMIT FEE

PLAN CHECKING FEE

duct work system	\$10.00 <u>each</u>
woodstove / insert	\$25.00
gas water heater	\$10.00
gas equipment < 100,000 btu	\$12.00
> 100,000 btu	\$15.00
gas piping	\$1.00
boiler / refrigeration equipment	
1 – 100,000 btu	\$12.00
101,000 – 500,000 btu	\$20.00
501,000 – 1,000,000 btu	\$25.00
1,000,000 – 1,750,000 btu	\$35.00
+ 1,750,000 btu	\$60.00

heat pumps and a/c 0-3 tons	\$20.00
3 – 15 tons	\$20.00
15 – 30 tons	\$25.00
30 – 50 tons	\$35.00
+ 50 tons	\$60.00
ventilating fans	\$10.00
evaporative coolers	\$10.00
type I hood (per 12' ptn)	\$50.00
type II hood	\$10.00
clothes dryer	\$10.00
range	\$10.00
miscellaneous	\$10.00
gas log	\$10.00
unlisted gas appliance <400,000 btu	\$50.00
>400,000 btu	\$100.00
used appliance <400,000 btu	\$50.00
>400,000 btu	\$100.00
air handler <10,000 cfm	\$12.00
>10,000 cfm	\$15.00
LPG tanks	\$35.00
processing fee	\$25.00 (added to individual permits)
Minimum Fee	\$35.00

### **Plumbing Permit Fees**

toilet	\$6.00 <u>each</u>
sink	\$6.00
shower	\$6.00
bathtub	\$6.00
kitchen sink	\$6.00
dishwasher	\$6.00
garbage disposal	\$6.00
clothes washer	\$6.00
electric water heater	\$6.00
floor drain	\$6.00
floor sink	\$6.00
bar sink	\$6.00
roof drain	\$6.00
lawn sprinkler / back flow device	\$6.00 (\$35.00 min.)
sewage ejector	\$6.00
water softener	\$6.00
urinal	\$6.00
drinking fountain	\$6.00
miscellaneous	\$6.00
processing fee	\$25.00 (added to individual permits)
Minimum Fee	\$35.00

## **Fire Suppression System Fee Schedule**

To calculate the valuation of a system for the purposes of determining permit fees, contact this office.

After the valuation has been determined, use the following table to calculate the permit fee:

<b><i>Total Valuation</i></b>	<b><i>Fee</i></b>
\$1.00 - \$500.00	\$35.00 minimum
\$501.00 - \$2,000.00	\$22.00 for the first \$500.00 plus \$2.75 for each additional \$100.00 or fraction thereof, to and including \$2,000.00 (\$35.00 minimum)
\$2,001.00 - \$25,000.00	\$63.00 for the first \$2,000.00 plus \$12.50 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
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\$100,001.00 - \$500,000.00	\$895.00 for the first \$100,000.00 plus \$5.00 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
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\$1,000,001.00 and up	\$4955.00 for the first \$1,000,000.00 plus \$2.75 for each additional \$1,000.00 or fraction thereof

**Note:** A plan review fee is required. The plan review fee is 65% of the permit fee and is an additional charge.

Additional charges assessed on fire suppression permits:

22% city surcharge

\$4.50 state surcharge

100% investigation fee

(assessed on projects when work is started without a permit and is an additional charge)

The fee for fire suppression systems installed in a class I hood is \$35.00. A separate permit is required for installations not covered by a valid permit for the hood system and plans shall be submitted for review.

## **Timber Harvest Permits**

Permit Application	\$500.00 each
Plan Review	\$40.00 each
Appeals	\$232.00 each
Administrative Exception	\$100.00 each
Release of Moritorium	\$621.00 each

## **ZONING & LAND USE FEES**

Purpose: This fee schedule is adopted for the purpose of defraying a portion of the costs to The City of Liberty Lake regarding the below-listed land use actions. These are reflective of costs incurred by the City for the processing, reviewing, determining, holding of public hearings, notifying and appealing of the listed land use actions. All applications for the listed land use actions. The required fees are as follows:

### **Plat Administration**

A.	Preliminary Plat Preliminary Plat and Zoning Reclassification	\$1,633 plus \$14 per lot Preliminary plat fee + ½ the zone reclassification fee
B.	Final Plat	\$829 + \$10 per lot
C.	Change of Condition / Design (w/o Public Hearing) requests by the proponent for modifications requiring recirculation to reviewing departments and agencies 1. Plats (Design Change Only) 2. Short Plats 3. Binding Site Plans	 \$639 \$255 \$664
D.	Preliminary Short Plat 1. (4) or more lots 2. (3) lots 3. (2) lots	 \$1,276 + \$12 per lot over (4) lots \$956 \$638
E.	Final Short Plat 1. (4) or more lots 2. (3) lots 3. (2) lots	 \$638 + \$12 per lot over (4) lots \$479 \$318
F.	Preliminary Binding Site Plan	\$1,659 + \$10 per lot
G.	Final Binding Site Plan	\$1,276
H.	Extension of Time for plats, short plats, binding site plans	\$217
I.	Duplex Division 1. Existing lots / parcels allowing a duplex 2. In conjunction with a Preliminary Plat or Preliminary Short Plat	 \$383 + \$12 per duplex dwelling unit lot \$321
J.	Zero Lot Line – any	\$318 + \$10 per lot
K.	Certificate of Exemption 1. Pre-1978 2. Between 5 and 10 acres 3. Minor lot line adjustment 4. All other Certificates of Exemption	 \$64 \$96 \$96 \$84
L.	Vacation of or alteration to: 1. Final Plat, Final Short Plat, or Final Binding Site Plan (mylar change) 2. Final Plat, Final Short Plat, or Final Binding Site Plan (resolution change only)	 \$638 \$318

## Zoning Administration

A.	<b>Zone Reclassification</b> <ol style="list-style-type: none"> <li>1. From any zone to the EA or GA zone</li> <li>2. From any zone to the RR-10, SRR-5, SRR-2, &amp; SRR-1 zones</li> <li>3. From any zone to the SR-1/2 &amp; UR-3.5 zones</li> <li>4. From any zone to the RS, UR-7, UR-12, &amp; UR-22 zones</li> <li>5. From any zone to the B-1, B-2, &amp; B-3 zones</li> <li>6. From any zone to the I-1, I-2, &amp; I-3 zones</li> <li>7. From any zone to the Mining zone</li> <li>8. From any zone to any zone not listed above</li> </ol>	\$765 + \$31 per 10-acre increment \$918 + \$37 per 10-acre increment  \$1,148 + \$26 per acre \$1,377 + \$42 per acre  \$1,836 + \$49 per acre \$2,295 + \$62 per acre \$2,295 + \$19 per acre \$918
B.	Change of Conditions or Public Hearing Site Plan Review	80% of zone reclassification fee under this schedule
C.	Appeal of Administrative decision	\$255
D.	Zoning Map Modification for an Arterial Road Name or Location Change	\$383
E.	<b>Administrative Permits / Reviews / Determinations</b> <ol style="list-style-type: none"> <li>1. Manufactured Home Park Site Plan Review</li> <li>2. Home Profession Permit, with no building permit</li> <li>3. Temporary Use Permit, with no building permit</li> <li>4. Top Soil Removal Permit</li> <li>5. Modification / Review of Previously Approved Site Plan (not in conjunction with building permit app.)</li> <li>6. Seasonal Temporary Use Permit <ol style="list-style-type: none"> <li>a. 2 – month</li> <li>b. 4 – month</li> <li>c. 6 – month</li> <li>d. 8 – month</li> </ol> </li> <li>7. Seasonal Temporary Use Permit Renewal</li> </ol>	\$338 \$77 \$287 \$440 \$41 per hour (1/2 hour minimum)  \$97 \$194 \$292 \$389 \$38
F.	<b>Variance</b> <ol style="list-style-type: none"> <li>1. Before or after any construction takes place</li> </ol>	\$681
G.	<b>Conditional Use Permits</b> <ol style="list-style-type: none"> <li>1. Renewal of conditional use permits, all</li> <li>2. All</li> </ol>	\$64 \$436

## Shoreline Management Administration

A.	<b>Shoreline Permits</b> Substantial Development, Variance or Conditional Use Permit Value of development (materials & labor): <table> <tr> <td>\$ 0</td> <td>-</td> <td>\$25,000</td> </tr> <tr> <td>\$ 25,001</td> <td>-</td> <td>\$75,000</td> </tr> <tr> <td>\$ 75,001</td> <td>-</td> <td>\$300,000</td> </tr> <tr> <td>Over \$300,000</td> <td></td> <td></td> </tr> </table>	\$ 0	-	\$25,000	\$ 25,001	-	\$75,000	\$ 75,001	-	\$300,000	Over \$300,000			\$383 + advertising cost \$459 + advertising cost \$612 + advertising cost \$765 + advertising cost
\$ 0	-	\$25,000												
\$ 25,001	-	\$75,000												
\$ 75,001	-	\$300,000												
Over \$300,000														
B.	<b>Nonpermit Service</b> <ol style="list-style-type: none"> <li>1. Site Inspection</li> <li>2. Expansion of Nonconforming Use Review</li> </ol>	\$41 per hour (1/2 hour min.) \$96												

**Current Use Assessment Administration**

A.	Timber Land or open Space Application	\$64 + advertising cost
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**State Environmental Policy Act (SEPA) Administration**

A.	Environmental Impact Statement (EIS) * Fee is computed by cost incurred during production If deposit balance falls below \$100, additional increment will be required	\$776 minimum deposit *
B.	Special Studies required for threshold determinations (WAC 197-11-914)	\$41 per hour (1/2 hour minimum)

**Planned Unit Development (PUD) Administration**

A.	Preliminary PUD or Final development Plan Review	\$1,435
B.	PUD Final Development Plan Review, w/o Public Hearing	\$746

**Pre-Conference Administration**

Before any application for the below-listed land use actions is handed out, the following fees will be charged for explanation, instruction, and answering the applicant's or his/her representative's questions regarding the application, process, or procedure. Pre-conference fees are non refundable.

A.	Preliminary Plat; Vacation or alteration of Final Plat; Short Plat, or Binding Site Plan; Zone Reclassification; or Preliminary Planned Unit Development	\$58
B.	Preliminary Short Plat; Preliminary Binding Site Plan; Temporary Use Permit; Top Soil Removal Permit; Variance (before or after construction); Conditional Use; Shorelines; and any Change in Conditions	\$38

**FEE ADMINISTRATION****A. General Administration of Fee Schedule.**

1. All of the required fees will be paid at the time of application or when the applicant requests information or service for which a fee is charged above and is rendered without an application being filed, provided that for hourly fees the applicant will be billed and the fees paid before the decision is made and findings signed.
2. Each action for which there is a listed fee above will constitute a separate action, and the fee will be computed as determined above. Each variance required is a separate action.
3. Measurement of acreage will be rounded to the nearest full acre except for areas less than one acre, which will be computed as one acre.
4. Hourly wages will be rounded to the nearest ½ hour as noted except for hours less than ½ hour, which will be computed as ½ hour.
5. The value of projects and / or construction shall be determined by building permit value if issued within the last year. If no building permit was required or the building permit was issued more than one year ago, the value shall be determined per County Assessor records, awarded construction bid, estimated construction cost or other comparable means.



B. Refund policy.

1. There is no refund of any pre-conference fee.
2. An 80% refund of fees will be provided if the Planning & Community Development Director or his/her designee determines that, although the application may have been accepted, no processing by the City has occurred.
3. A 50% refund of fees will be provided if the Planning & Community Development Director or his/her designee determines that the request is made prior to any mailing of notice or if any processing by the City has occurred.
4. No refund of fees will be provided after an administrative decision / interpretation is rendered or after the mailing of notice unless the application is withdrawn at a City department's request.
5. Full refund of fees, minus the pre-conference fee, may be authorized if the City has inappropriately told an applicant that a permit / action is required and later it is determined by the City that the permit / application was not necessary / required.

C. Automatic Modification of Fee Schedule \*

The Planning & Community Development Department Zoning and Land Use Fee Schedule shall be automatically administratively modified once a year. The modification shall take place as close as possible to one year after adoption of this schedule and yearly thereafter. (the CPI West B/C for population sizes of 1,500,000 and under)

\* Old Subdivision Ordinance section references have been deleted.

D. Waiver of Fees.

The Director, in consultation with the City Administrator, may waive all or a portion of the fees established herein for special individual circumstances where there is extreme economic hardship, issues of fundamental fairness, or where application of the fee schedule is otherwise unreasonable or impractical. Requests for the waiver of fees shall be made in writing to the Director, stating a reason for the waiver. The Director's decision shall be indicated by letter stating the basis for approval or denial of the waiver. The Director's decision is final and binding.

**Code Numbers for Fees Collected**

Building Permits	322.10.00.00
Zoning & Subdivision	345.81.00.00
Plan Reviewing	345.83.00.00
State Surcharge	322.10.00.01
Harvard Road Mit.	345.84.00.00

**For more information or an appointment contact:**

City of Liberty Lake  
Planning & Community Development Department  
22710 E. Country Vista Blvd.  
Liberty Lake, WA 99019  
Phone (509) 755-6707  
Fax (509) 755-6713  
[www.libertylakewa.gov](http://www.libertylakewa.gov)